

# CITY OF ROSENBERG

## SPECIAL CITY COUNCIL MEETING MINUTES

On this the 25<sup>th</sup> day of November, 2014, the City Council of the City of Rosenberg, Fort Bend County, Texas, met in a Special Session, in the Rosenberg City Hall Council Chamber, located at 2110 4th Street, Rosenberg, Texas.

### PRESENT

Vincent M. Morales, Jr.	Mayor
William Benton	Councilor at Large, Position 1
Cynthia McConathy	Councilor at Large, Position 2
Jimmie J. Pena	Councilor, District 1
Susan Euton	Councilor, District 2
Dwayne Grigar	Councilor, District 3
Amanda Barta	Councilor, District 4

### STAFF PRESENT

Robert Gracia	City Manager
Scott M. Tschirhart	City Attorney
Christine Krahn	Acting City Secretary
John Maresh	Assistant City Manager of Public Services
Jeff Trinker	Executive Director of Support Services
Joyce Vasut	Executive Director of Administrative Services
Travis Tanner	Executive Director of Community Development
Tonya Palmer	Building Official
Rose Pickens	Code Enforcement Officer
Fred DeLeon	Building Inspector
Charlie Kemp	Building Inspector
Paul Jones	GIS Administrator
Olga Martinez	Secretary
Karl Zwahr	Utilities Director
Kevin Williams	Utilities Superintendent
Angela Fritz	Executive Director of Information Services
James Lewis	Director of Technology
Steve Trevino	IT Specialist
Fernando Dela Garza	IT Specialist
Camille Prat	Administrative Assistant
Dallis Warren	Police Chief
Kevin Vick	Communications Supervisor
Wade Goates	Fire Chief
Daryl Himly	Assistant Fire Chief
Carolyn Kagy	Civic Center Manager
Randall Malik	Economic Development Director
Jeremy Heath	Assistant Economic Development Director
Cynthia Sullivan	Secretary II
Darren McCarthy	Parks and Recreation Director
Linda Dominguez	Customer Service Supervisor
Luis Garza	Finance Supervisor
Lisa Olmeda	Human Resources Director
Ashley Scaggs	Administrative Assistant
Kaye Supak	Executive Assistant
Sherri Nichols	Administrative Assistant

### CALL TO ORDER.

Mayor Morales called the meeting to order at 6:00 p.m.

### GENERAL COMMENTS FROM THE AUDIENCE.

*Citizens who desire to address the City Council with comments of a general nature will be received at this time. Each speaker is limited to three (3) minutes. In accordance with the Texas Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. It is our policy to have all speakers identify themselves by providing their name and residential address*

*when making comments.*

**COMMENTS FROM THE AUDIENCE FOR CONSENT AND REGULAR AGENDA ITEMS.**

*Citizens who desire to address the City Council with regard to matters on the Consent Agenda or Regular Agenda will be received at the time the item is considered. Each speaker is limited to three (3) minutes. Comments or discussion by the City Council Members will only be made at the time the agenda item is scheduled for consideration. It is our policy to have all speakers identify themselves by providing their name and residential address when making comments.*

**AGENDA**

1. **CONSIDERATION OF AND ACTION ON RESOLUTION NO. R-1879, A RESOLUTION AWARDED BID NO. 2014-17, FOR THE SALE OF CERTAIN REAL PROPERTY, LOCATED AT 2033 AVENUE H, ROSENBERG, TEXAS (OLD CITY HALL), MORE PARTICULARLY DESCRIBED AS BEING THE EAST 60 FEET (E. 60') OFF OF THE EAST END OF LOTS EIGHTEEN (18), NINETEEN(19) AND TWENTY (20), IN BLOCK FORTY-THREE (43) OF THE TOWN OF ROSENBERG, FORT BEND COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN VOLUME P, PAGE 146 OF THE DEED RECORDS OF FORT BEND COUNTY, TEXAS, AND FURTHER AUTHORIZING THE CITY MANAGER TO EXECUTE, FOR AND ON BEHALF OF THE CITY OF ROSENBERG, TEXAS, APPROPRIATE DOCUMENTS AND/OR AGREEMENTS REGARDING SAME; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.**

**Executive Summary:** Bids were opened on Friday, November 07, 2014, for the potential sale of the property located at 2033 Avenue H, Rosenberg, Texas (Old City Hall), more particularly described as being the east 60 feet (E. 60') off of the east end of Lots Eighteen (18), Nineteen (19), and Twenty (20), in Block Forty-Three (43) of the City of Rosenberg, Fort Bend County, Texas. A total of two (2) bids were received.

Gary Gates, Jr., of Gatesco, Inc., submitted a bid in the amount of \$25,000.00 and proposes spending approximately \$600,000 for renovations to the property at 2033 Avenue H. Mr. Gates proposes to use the building for the main Fort Bend Art Gallery location, a Welcome Center and historic Museum for Rosenberg as well as the headquarters for Gatesco, Inc., a Real Estate Management company who has headquartered in Rosenberg for more than twenty-five years.

Ronald E. and Rosalyn C. Bartee submitted a bid in the amount of \$150,000.00 and proposes spending approximately \$500,000 for renovations to the property at 2033 Avenue H. They currently own two (2) family owned businesses: The Main Event – screen printing and embroidery and Renovations Unlimited, Inc. The Bartee family intends to keep the original exterior façade as close to original as possible. The interior will also be restored using as many of the original components to achieve the look of the buildings original interior. They also propose to revitalize the current marble floors, refurbish and reinstall the original pressed ceiling tin tiles, restore the original walk in safe and restore the existing jail cells to their original condition in order to preserve the history, allowing public tours after restoration.

Staff recommends Bid No. 2014-17 be awarded to Ronald E. Bartee and Rosalyn C. Bartee, for a bid in the amount of \$150,000.00. Should the bid be awarded as recommended, the Bid Proposal from Ronald E. Bartee and Rosalyn C. Bartee, will be attached and serve as Exhibit "A" to Resolution No. R-1879.

Staff recommends approval of Resolution No. R-1879 which will award Bid No. 2014-17 and provide authorization for the City Manager to negotiate and execute all required documents necessary to facilitate the proposed sale as indicated.

**Key discussion points:**

- Randall Malik, Economic Development Director gave an overview of the item and the bids received.

**Action:** Councilor Benton made a motion, seconded by Councilor McConathy to approve Resolution No. R-1879, a Resolution awarding Bid No. 2014-17, for the sale of certain real property, located at 2033 Avenue H, Rosenberg, Texas (Old City Hall), more particularly described as being the east 60 feet (e. 60') off of the east end of Lots Eighteen (18), Nineteen(19) and Twenty (20), in Block Forty-Three (43) of the Town of Rosenberg, Fort Bend County, Texas, according to the map or plat thereof recorded in Volume P, page 146 of the Deed Records of Fort Bend County, Texas, to Ronald E. and Rosalyn C. Bartee and further authorizing the City Manager to execute, for and on behalf of the City of

Rosenberg, Texas, appropriate documents and/or agreements regarding same; and containing other provisions relating to the subject. The motion carried by a unanimous vote.

2. **CONSIDERATION OF AND ACTION ON RESOLUTION NO. R-1881, A RESOLUTION REGARDING THE SELECTION OF A FIRM, PURSUANT TO REQUEST FOR PROPOSALS NO. 2014-18 FOR A CLASSIFICATION AND TOTAL COMPENSATION STUDY AND ANALYSIS; AND, PROVIDING AUTHORIZATION FOR THE CITY MANAGER TO NEGOTIATE AND EXECUTE, FOR AND ON BEHALF OF THE CITY, AN AGREEMENT FOR PROFESSIONAL SERVICES AND/OR OTHER APPROPRIATE DOCUMENTS NECESSARY TO FACILITATE SAME.**

**Executive Summary:** City Council indicated their commitment to identifying deficiencies within the City's current pay and benefit structure during reviews of the City's Strategic Plan and FY2015 Budget.

In order to ensure both the internal and external equity of the structure by which employees are classified and compensated, as well as the way positions relate and compare to one another across the organization, and to implement clear and consistent guidelines going forward, staff prepared Request for Proposal No. 2014-18 (RFP) for a Classification and Total Compensation Study and Analysis.

An objective, comprehensive and comparative analysis of classification and total compensation will identify and provide the necessary tools and structure for the City to:

- ensure that every employee earns an appropriate, adequate and equitable wage;
- facilitate employee development and retention;
- remain competitive and relevant in the municipal labor market; and
- provide a structured approach to add personnel in the future.

Respondents were asked to include the cost to provide a study initiation and compensation philosophy, job evaluation study, classification study, compensation study, and final report in their responses.

The RFP was posted on the City's website and distributed to eight (8) consulting firms. The City received five (5) proposals and one (1) no-bid. A staff committee, consisting of directors and the City Manager, reviewed and ranked the proposals received, determining that the most favorable submitters were Gallagher Benefit Services, Inc., and Hay Group, Inc. The two (2) firms were given an opportunity to present their proposals in person to the staff committee, and Gallagher Benefit Services, Inc., was unanimously selected to recommend to City Council. Lori Messer, Senior Consultant of Gallagher Benefit Services, Inc., will present an overview of the firm's proposal.

Staff recommends approval of Resolution No. R-1881 authorizing the selection of Gallagher Benefit Services, Inc., to prepare and present a Classification and Total Compensation Study and Analysis for the City; and further authorizes the City Manager to negotiate and execute an Agreement for Professional Services (Agreement), along with other appropriate documents as necessary.

Should City Council choose to adopt Resolution No. R-1881, the Agreement will serve as Exhibit "A" to the Resolution, and a Budget Amendment will be presented to City Council at a future meeting to allocate the necessary additional funds.

**Key discussion points:**

- Joyce Vasut, Executive Director of Administrative Services read the Executive Summary.
- Lori Messer, MA, CCP, Arthur Gallagher & Co. was present at the meeting to answer questions.
- A PowerPoint was presented by Joyce Vasut and Lori Messer.

**Questions/Comments:**

**Q:** Has outsourcing been recommended?

**A:** They are looking whether or not staffing levels are appropriate and on what is being done and what is being paid.

**Q:** Will all employees be asked about their present jobs and what they do?

**A:** Yes. It allows every employee to share what they do in their everyday work.

**Q:** What do you hope to get out of that?

**A:** Joyce Vasut stated we have a system that is broken and that is not fair and equitable. They will go over classifications to make sure they are classified correctly. Presently we use a point system that is

over 20 years old and we are not familiar with it. Human Resources would get training on the system to help us keep going. It will be a plan on how to attract employees and keep them.

**Q:** With the development of an organization compensation system and salary structure, will the project be updated to stay current?

**A:** Yes, annual recommended salary structure adjustments based on real market data are provided.

**Q:** Will there be organization charts telling the hierarchy of the organization?

**A:** No, that is not part of the scope.

**Q:** What do you mean regarding a broken system?

**A:** Staff is not familiar with the system developed 20 years ago.

- Councilor Benton expressed concern with the funding of a study and suggested current staff with the help of an intern could pole other cities for comparisons. He does not feel a study is needed.
- Mayor Morales, Councilor McConathy, Pena, Euton, Grigar and Barta agreed the study is needed and is long overdue.

**Action:** Councilor McConathy made a motion, seconded by Councilor Barta to approve Resolution No. R-1881, a Resolution regarding the selection of a firm, pursuant to Request for Proposals No. 2014-18 for a Classification and Total Compensation Study and Analysis; and, providing authorization for the City Manager to negotiate and execute, for and on behalf of the City, an Agreement for Professional Services and/or other appropriate documents necessary to facilitate same. **The motion carried by a vote of 6 to 1 as follows: Yeses: Mayor Morales, Councilors McConathy, Pena, Euton, Grigar and Barta. No: Councilor Benton.**

3. **HOLD EXECUTIVE SESSION FOR CONSULTATION WITH ATTORNEY TO SEEK ADVICE ON LEGAL MATTERS PURSUANT TO SECTION 551.071 OF THE TEXAS GOVERNMENT CODE CONCERNING THE UNITED STATES SECURITIES AND EXCHANGE COMMISSION'S MUNICIPALITIES CONTINUING DISCLOSURE COOPERATION INITIATIVE.**

**Action:** Councilor McConathy made a motion, seconded by Councilor Barta to adjourn for Executive Session. The motion carried by a unanimous vote.

An Executive Session was held for consultation with Attorney to seek advice on legal matters pursuant to Section 551.071 of the Texas Government Code concerning the United States Securities and Exchange Commission's Municipalities Continuing Disclosure Cooperation Initiative.

4. **ADJOURN EXECUTIVE SESSION, RECONVENE INTO SPECIAL SESSION, AND TAKE ACTION AS NECESSARY AS A RESULT OF EXECUTIVE SESSION.**

Mayor Morales adjourned the Executive Session and reconvened into Special Session at 7:18 p.m. No action was taken as a result of Executive Session.

5. **ADJOURNMENT.**

There being no further business Mayor Morales adjourned the meeting at 7:19 p.m.

  
Christine Krahn, Acting City Secretary